



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 9, 2015
CC: All Departments



JLMC Training, Public Safety Building, November 10, 2015, 8 AM to Noon

Town Administrator: Activities this week included continued review of proposed Department Heads FY16 budgets and meetings to finalize the numbers. Due to some missing signatures on some DRA forms, we are still waiting for our 2015 property tax rate. We hope to have the matter cleared up on Monday so the rate can be set early and tax bills can be mailed by November 15th. I received some encouraging news from NH DOT regarding some unscheduled shimming and paving to be done on portions of Moultonboro Neck Road next week. These improvements will be welcomed by the Town and plow crews this winter! This week also included more discussion with the architect consultant on the concept plan for a possible gym/community building. Concept designs, construction and operating cost estimates and facility use plans are being developed for this project for Select Board's input in December. Three proposals for printing the annual Town reports were received this week and will be evaluated next week and a final selection will be made. Finally, an agreement with Fairpoint to expand DSL internet service to customers in the Bean Road and Sibley Road areas of Town has been completed and work on this cooperative effort will begin soon.

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: A contractor fractured and removed rocks at Lee and Blake Roads while the crew assisted and cleaned up the debris. A rock wall at the WMF that was tipping over was repaired and scrap around Highway Garage was cleaned up and delivered to WMF. The backhoe was taken to the Neck Fire Station to assist the roofing contractor clean up shingles from the roofing project. Mailbox relocation at Wentworth Shores was finished at the new intersection construction area. The contractor pulled the boat ramp dock at Long Island Beach and the crew picked those up for winter storage. A new Christmas tree stand was fabricated for the Taylor Home holiday tree. Trees were cleaned up from Randall, Bodge Hill, Severance and Ferry Roads. Leaf blowing and grading on Tara and Far Echo Roads was completed as well as some asphalt cold patching of potholes around Town. One crew member attended UNH T2 class on drainage in Exeter. Equipment maintenance was done to include: Several trucks being delivered to Larson's for transmission flushes; one truck was returned to the up-fitter for a dump body that would not lift when loaded; plow frames and headlights were installed on several trucks, and a lifting hook welded onto the bucket of the loader. The contractor returned to finish removing trees on Ferry and several on Ben Ayers Roads. Agent Kinmond completed staff

reports for the 2015-2016 Equipment Lease-Service Contracts, and also a change order for the Neck Fire Department roofing project. The crew finished changing the PD's cruisers winter tires and the outside mechanic repaired truck's #15 thermostat. Agent Kinmond finalized the plow blade inventory and purchases for the 2015-2016 season. Agent Kinmond attended the LRPC TAC meeting with the Town Planner and Planning Board Chair, regarding bike and pedestrian mobility projects. Agent Kinmond and the Town Engineer inspected the Shaker Jerry Culvert replacement project and developed a punch list for the contractor, which was then reviewed with the contractor and engineer. Agent Kinmond and the Town Engineer also worked on paying pay request and paying punch list. On Friday, we received notice that the NHDOT District #3 intends to pave Long Island Road from LI Bridge to Harilla Landing, and as funding allows to then pave north of the bridge to School House Hill. The plan is to do this work this coming week, so stay tuned.

Facility & Grounds Division: Work orders this week were: Plexiglas replaced on the Town reader board, installation of 2 tarps on Highway's woodshed covering two open panels, repaired a leaking pipe in the upstairs area of the Highway Department, called Control Tech to assess/repair PSB's boiler issue, replace 3 light bulbs at the PSB dorm area, a climate control issue at Town Hall in the Town Clerks' office, and the search for a new storage shed at PSB is underway with the PD staff. At the. The Facilities Leader managed several ongoing projects; finalized the Town Hall flooring project, met with the window company to receive quotes for the Recreation Department's window replacement, met with the NHEC for the lighting project site inspection, as well as over saw progress of the Neck Fire Station roofing project. The weekly building checks, trash and recyclables were done, along with resetting mice traps at the Recreation Department. Maintenance was done on the mower removing and reinstalling the deck linkage and replacing the machine key.

WMF Division: Co-Manager Filpula reported that they shipped a container of scrap metal, MSW, demo, shingles and clean wood this week. Staff is studying up on the issue of mercury being in bulky appliances, specifically which have them and how to remove it safely in order to ship as scrap metal. Agent Kinmond signed a task order to do a complete survey of the WMF compactor area in preparation for single stream recycling and additional compactors.

Moultonborough Police Department: The Moultonborough Police Department recorded 396 log entries, which included the following calls for service: 16 motor vehicle stops, 12 assists to Fire/EMS, 1 Directed Patrol, 3 arrests, 1 complaint, 3 MV Accidents, 9 MV Complaints, 13 residential alarms, 1 commercial alarm and 0 K-9 complaints.

Training: Nov. 3rd, Comm. Spec. Linda Eldridge attended TAC training.

Moultonborough Fire Department:

Office of Development Services Planning:

Planner:

Code Enforcement Office: This week I issued 4 building permits and 15 subcontractor permits. I have 14 building permit applications that have been reviewed and are waiting to be issued. I approved 3 septic designs to go to the State for their approval. The final yearly water test for the Lions Club went to Concord on Thursday

Human Services: Nothing to report this week.

Recreation Department: Last Friday, MRD kicked off the basketball season with our Basketball Hoopla Event. There were over a 100 people at the event and with no shortage of energy. The PSU Men's and Women's basketball teams came down and ran the kids through some skills, drills, and fun games. The event ran from 5:15-7:15 p.m. Fun was had by all! November 10 is the registration deadline for Youth Basketball. This week, clinics will be held at the Academy with the Varsity coaches, for grades 3-6. The Boys' clinic will be on November 9, from 6:30-8 p.m. The Girls' clinic will be on November 10, 6:30-8 p.m. On Thursday, November 12, MRD is offering an after school program for the early release day at MCS. The program is open to students in grades 3-6, and will run at MCS from 12:15-3:15p.m. On Friday, MRD is hosting a Teen Open Mic Night at the Recreation Department, 7-9 p.m. This is a chance for the kids to share not only their musical talents, but we welcome comedy, poetry reading, and even magic acts! On December 12, MRD has a trip planned to see the Boston Pops at the Verizon Wireless Arena and seats are still available.

Important Dates to Remember

All Non-Essential Departments Closed for Training, November 10, 2015, 8 AM to Noon

Veterans' Day, All Non-Essential Departments Closed, November 11, 2015

Board of Selectmen's Meeting, November 12, 2015, 7 PM

Board of Selectmen's Meeting, November 18, 2015, 4 PM

Cancelled Board of Selectmen's Meeting, November 19, 2015, 7 PM

Happy Thanksgiving, All Non-Essential Departments Closed, November 26 & 27, 2015

Staff Meeting, Tuesday – December 1, 2015, 9 AM